

# Comparisons of Job Characteristics

**Focus Occupation: Procurement Clerks (43-3061)**

**Associated Occupation: Purchasing Agents, Except Wholesale, Retail, and Farm Products (13-1023)**

Compare Knowledge

Compare Skills

Compare Abilities

Compare Detailed Work Activities

Compare Tools and Technologies

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

## Knowledge

Similarity of Focus Occupation to Associated Occupation: 86

**Focus Occupation: Procurement Clerks (43-3061)**

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Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Clerical	7.3	14.4	16.1	> Current knowledge level is likely sufficient
Administration and Management	8.4	11.6	10.8	0 Current knowledge level may be sufficient
Economics and Accounting	4.4	10.8	5.9	<< Extensive education and/or training may be required
Production and Processing	6.0	10.7	6.2	<< Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Skills

Similarity of Focus Occupation to Associated Occupation: 90

**Focus Occupation: Procurement Clerks (43-3061)**

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Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Speaking	10.8	16.2	12.8	<< Extensive development of skills in this area may be required
Monitoring	9.9	15.7	10.8	<< Extensive development of skills in this area may be required
Critical Thinking	10.8	15.1	13.3	< A higher skill level may be required
Judgment and Decision Making	9.4	15.0	11.4	<< Extensive development of skills in this area may be required
Active Listening	11.0	14.8	12.5	< A higher skill level may be required
Negotiation	6.8	13.9	10.0	<< Extensive development of skills in this area may be required

Active Learning	8.7	13.5	11.0	<	A higher skill level may be required
Management of Financial Resources	3.3	13.2	5.8	<<	Extensive development of skills in this area may be required
Persuasion	7.4	12.6	6.4	<<	Extensive development of skills in this area may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 97			
Focus Occupation: Procurement Clerks (43-3061) Associated Occupation: Purchasing Agents, Except Wholesale, Retail, and Farm Products (13-1023)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Expression	12.4	16.6	14.1	<	Some improvement in abilities may be required
Oral Comprehension	12.5	15.7	15.1	0	Current ability level may be sufficient
Deductive Reasoning	10.6	15.2	12.0	<<	Extensive improvement in abilities may be required
Inductive Reasoning	10.2	14.0	10.1	<<	Extensive improvement in abilities may be required
Written Comprehension	11.0	13.8	13.4	0	Current ability level may be sufficient
Near Vision	11.1	12.4	13.0	0	Current ability level may be sufficient
Written Expression	9.8	12.4	11.8	0	Current ability level may be sufficient
Speech Recognition	9.9	11.6	9.8	<	Some improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 89
<b>Focus Occupation: Procurement Clerks (43-3061)</b> <b>Associated Occupation: Purchasing Agents, Except Wholesale, Retail, and Farm Products (13-1023)</b>		
Work Activities	Exclusivity of Activity	
Communicate technical information	4	
Compute financial data	53	
Fill out purchase requisitions	81	
Identify supplier with best bid	95	
Locate sources of supply for purchasing	89	
Maintain records, reports, or files	5	
Obtain information from individuals	24	
Order or purchase supplies, materials, or equipment	35	
Use computers to enter, access or retrieve data	3	
Write business correspondence	58	

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Tools and Technologies that Both Occupations Have in Common

Similarity of Focus  
Occupation to Associated  
Occupation: n/a

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Tools and Technologies	Exclusivity
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Tools and technology data is unavailable for one or both occupations.	
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Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.